



# FET

## Family Engagement Tool

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“If you think small things don’t matter, try spending the night in a room with a mosquito.” – The Dalai Lama



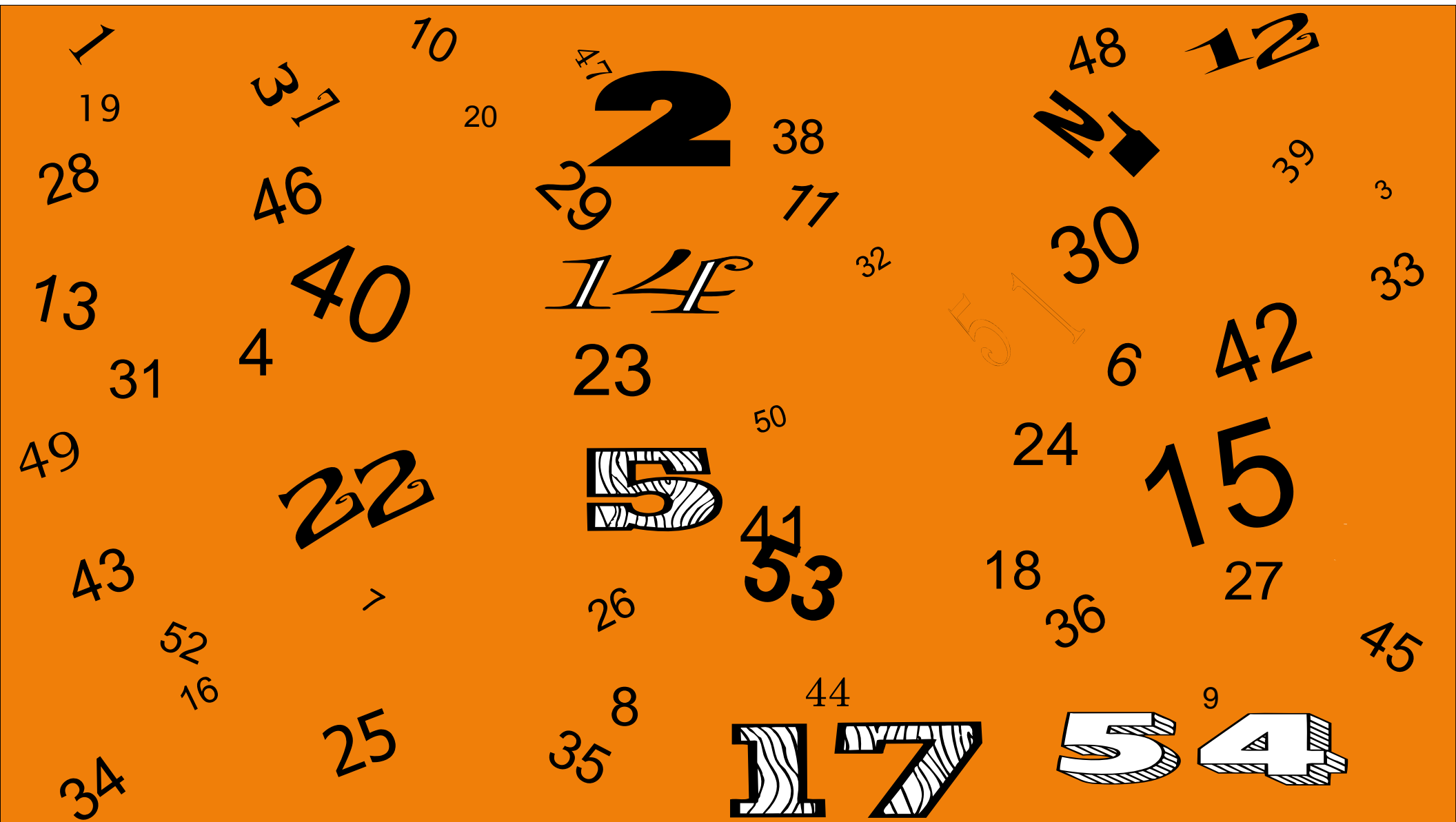


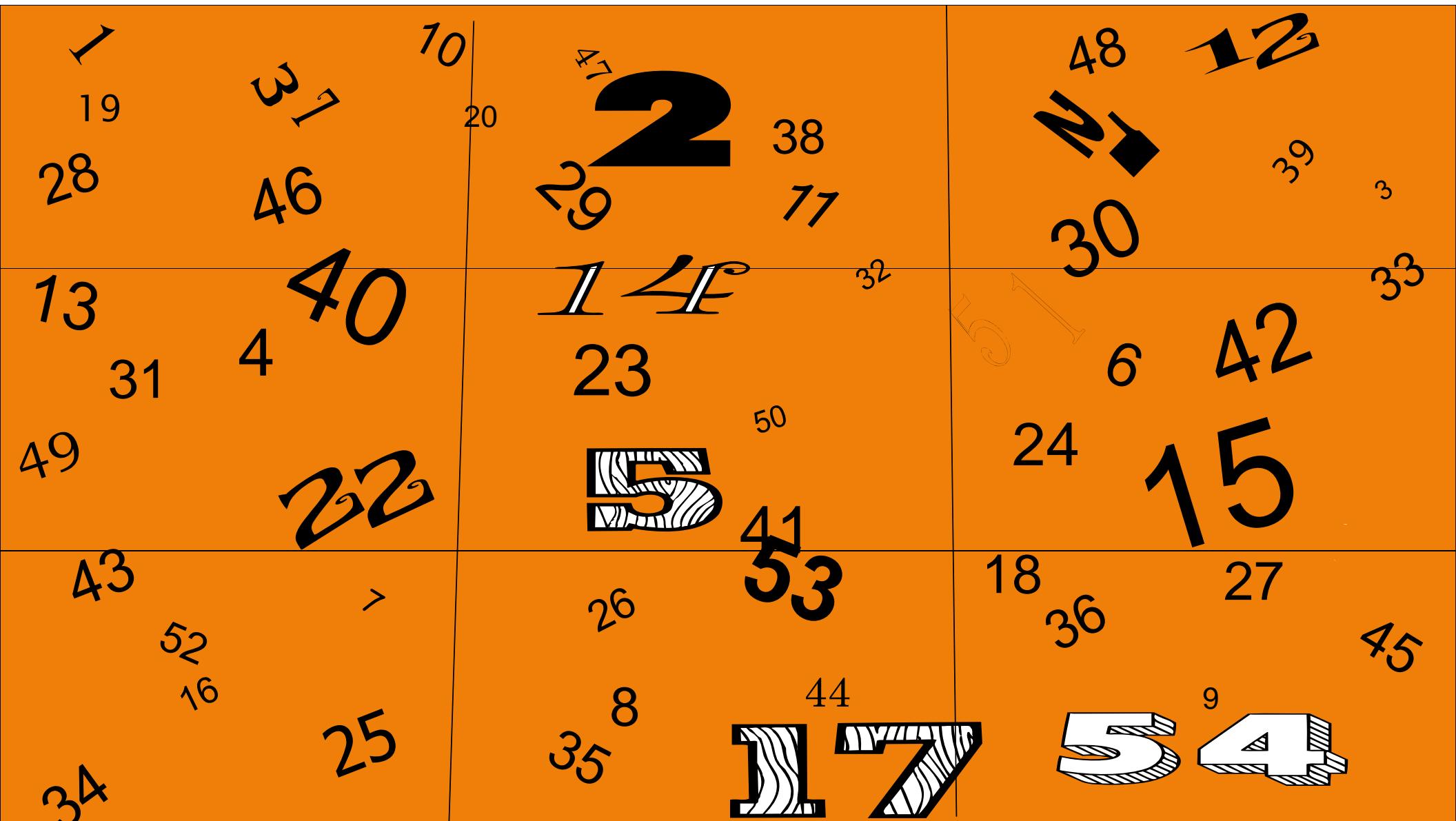
## Chad Schmidt - Principal

- **Parental Advisory Committee**

- \*Coffee/Donuts with the Principal (Teacher)
- \*Welcoming to School – Car rider line
- \*Goal setting with the Parent at Parent – Teacher Conferences
- \*Adopt a Partnership Philosophy
- \*Parents are accessible to other parents
- \*Advisory system









# Importance of a Common Language

- “The teachers are communicating better with the students. The planning meetings are better and the language is better.”
- “I think it gives all the staff a common language to address anything that is happening in the school.”
- “I have seen, because of the common language, it has helped parents at home.”
- Westgate Research

# Family Engagement Tool

## A Step-by-Step Guide for Districts

Working to Improve Family Engagement in their Schools





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# The School Community Network

We're in the business of connecting classrooms to kitchen tables.



***The School Community Network***, designed and developed by the ***Academic Development Institute***, offers a suite of ***family engagement services*** and a ***Resource Library*** that work to evaluate and fortify current family engagement practices and assist teams in their work to build and strengthen ***learning environments at school and at home*** where students thrive.



## The School Community Network's Suite of Services



**ADI** – Linking research to practice to assist families, schools, and communities with children's academic and personal development since 1984  
[www.adi.org](http://www.adi.org)



**Solid Foundation** – The School Community Network's elite, web-based family engagement model for pacesetting school communities  
[www.schoolcommunitynetwork.org/SF.aspx](http://www.schoolcommunitynetwork.org/SF.aspx)



**School Community Index** – Survey-based data, unique to your school, to inform family engagement planning  
[www.schoolcommunitynetwork.org/SCI.aspx](http://www.schoolcommunitynetwork.org/SCI.aspx)



**Family Engagement Tool** – Web-based process to evaluate current family engagement practices and plan for improvement  
[www.schoolcommunitynetwork.org/FET.aspx](http://www.schoolcommunitynetwork.org/FET.aspx)



**Other Services** – Services delivered to your school team through on-site trainings in proven strategies to give schools a focused approach in specific areas of family engagement  
[www.schoolcommunitynetwork.org/OSS.aspx](http://www.schoolcommunitynetwork.org/OSS.aspx)



**The School Community Journal** – A free, open access refereed journal that includes research and field reports related to the school community of teachers, students, parents, and staff  
[www.schoolcommunitynetwork.org/SCJ.aspx](http://www.schoolcommunitynetwork.org/SCJ.aspx)



## The School Community Network's Building Block Framework



Our program components, tools, and resources are organized by Building Block to make it easier to match tools and resources with family engagement objectives and planning.



# School Community Network's Building Block Framework Defined



***Shared Leadership*** and ***Goals & Roles***  
offer the best results when supported by  
***Communication, Education, and***  
***Connection***

## Shared Leadership

Families, teachers, and administrators acting together in decision making – especially in areas where responsibilities of school and home overlap

## Goals & Roles

Written, agreed-upon guidelines that establish a course of evidence-based practices which students, teachers, and families will follow together to create and maintain a unified system that supports student success

## Communication

Ongoing conversations; interactive communication among the families, students, and teachers that builds relationships based on trust and makes collaborative work possible

## Education

A learning community for everyone – families, students, teachers, school staff, and volunteers – where members are provided with education opportunities that build their capacity to fulfill their roles and responsibilities

## Connection

Face-to-face association (families-school staff and parent-parent) with opportunities to form common understanding and engage in common experiences



# Training Packet



# RESOURCES

- School Community Network
- <http://www.schoolcommunitynetwork.org/feto.aspx>
- PIN 81675
- [www.schoolcommunitynetwork.org](http://www.schoolcommunitynetwork.org)
- FET



# The Family Engagement Tool

More than a tool...it's a complete tool kit





## The Family Engagement Tool (FET)

Congratulations on your decision to support the Family Engagement work of schools by providing the Family Engagement Tool and Resource Library for schools to use.

FET is a ***web-based process*** used to conduct a ***self-assessment*** of current ***family engagement practices.***

which helps school teams to create ***a needs-based plan*** tailored to the unique characteristics of their school community.

FET's ***Resource Library*** provides planning tools, rubrics, workshop materials, and course curricula to help bring the vision into view.





# The Family Engagement Tool

## The State's Role



# The State's Role



Inform districts about FET



Promote its adoption



Make FET links and user guides available to districts and schools by posting them to the state website



Stay informed about the progress of the schools



# The Family Engagement Tool

The District's Role and Process



# The District's Role



Inform schools about FET



Enroll schools in FET






Review the progress of the school teams



Provide support and guidance when needed



## **Step 1:** Designate a district person to coordinate the implementation of FET in the schools.

-  Review schools' progress
-  Review schools' work
-  Provide support and guidance to schools as needed



## **Step 2:**    **The district contact person enrolls for the district's FET administrative account.**

[www.schoolcommunitynetwork.org/FACE/Enrollment/Enrollment.aspx](http://www.schoolcommunitynetwork.org/FACE/Enrollment/Enrollment.aspx)



The superintendent receives an email notification that the district has been enrolled and login credentials will arrive soon



The superintendent and district contact receive the district's login credentials



The district contact logs into the district site to verify accuracy of account information



### **Step 3:** The district contact completes the Distance Learning session for districts.







[www.schoolcommunitynetwork.org/feto.aspx](http://www.schoolcommunitynetwork.org/feto.aspx) (District PIN: 81675)

### **Step 4:** The district contact reviews the District User Guide and School User Guide.





## **Step 5:** The district contact person communicates with the schools' principals about the Family Engagement Tool.

-  Notify them of the decision to provide FET and its resources to assist them with their family engagement work
-  Alert them of their future enrollment in the FET and their login credentials will be sent from the School Community Network
-  Make the Distance Learning link and PIN available to the schools' principals [www.schoolcommunitynetwork.org/feto.aspx](http://www.schoolcommunitynetwork.org/feto.aspx) (School PIN: 95281)
-  Encourage principals to complete the Distance Learning sessions before assembling their teams





## **Step 6:** The district contact person enrolls schools in FET.

Using the District/Organization Login button on the School Community Network website ([www.schoolcommunitynetwork.org](http://www.schoolcommunitynetwork.org))



The principal receives an email notification that the school has been enrolled and their school's login information will arrive soon



The principal then receives an email with the school's login credentials and Distance Learning information





## **Step 7:** The district contact person uses the district administrative site to assist schools in their family engagement work.

Using the District/Organization Login button on the School Community Network website ([www.schoolcommunitynetwork.org](http://www.schoolcommunitynetwork.org))



Review schools' progress



Review schools' work



Offer support and guidance when needed



# The Family Engagement Tool


The Mechanics for Districts



## Enrolling for the District's Administrative Account



# Access the district enrollment form

**School Community Network**  
**Just  Connect™**

**Application for Services**

To be completed by the district. As a result of completing this application, the district will be provided an administrative account. This account allows the district to enroll its participating schools and review its schools progress and work in the Family Engagement Tool.

---

**District Partner Information**

District Name:   
District Mailing Address:   
City:   
State:   
Zip Code:   
District Phone:   
Website (if applicable):

---

**Enter your district superintendent's information.**

First Name:   
Last Name:   
Title / Position:   
Email Address:   
Phone:

---

**Will the superintendent be the District Partner's primary contact with the School Community Network?**  
☐ yes ☐ no

**If no, please provide the following information for the primary contact person.**

First Name:   
Last Name:   
Title / Position:   
Email Address:   
Telephone:

I certify that I am qualified and authorized to enroll in and receive family engagement services for my district's schools from the Academic Development Institute's School Community Network. Our district will provide professional leadership that exemplifies, encourages, and nurtures an achievement-oriented environment for our schools.

☐ I Agree

[www.schoolcommunitynetwork.org/FACE/Enrollment/Enrollment.aspx](http://www.schoolcommunitynetwork.org/FACE/Enrollment/Enrollment.aspx)



## ***Completing the application***

- The Superintendent's information is required



## ***Contact Person***

- The person designated to support the work of schools using FET



## Login Credentials :

When the district is enrolled the superintendent and district contact both receive notification of the district's enrollment.

Within two working days of the district's enrollment, the School Community Network will direct an email notification to the superintendent's and district contact's inboxes that includes the district's login credentials and other information related to the use of the Family Engagement Tool.

**Note:** *The superintendent is at liberty to share the district's login credentials with a district person designated to maintain the district's site or assist in supporting the work of schools using the FET.*



## Completing the Distance Learning for Districts





# Access the Distance Learning sessions for districts.

(Link: [www.schoolcommunitynetwork/feto.aspx](http://www.schoolcommunitynetwork/feto.aspx) District PIN: 81675)

Distance Learning link for districts

<http://www.schoolcommunitynetwork.org/FETO.aspx>

**School Community Network**  
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**SCN Supporting Resources**

- » Resources For Parents
  - » **New!** Standards Start at Home
  - » ¡Nuevos! Las pautas comienzan en el hogar
- » Resources For Schools
- » Selected SCN Resources
  - » SCN Recursos en Español
  - » SCN Resources in English
- » Families & Schools Newsletter
- » Indicators In Action
- » FACE Handbook
- » FACE Handbook Webinars

**Family Engagement Tool Orientation**

Please enter your PIN number below:

**Continue**

**Family Engagement Tool**

Enter  
District  
PIN:  
81675

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- » FACE Handbook Webinars

**Distance Learning Sessions for the Family Engagement Tool**

Sessions and Instructions for School Principals

You should have received your school's login credentials. If you haven't, please contact the **School Community Network** for assistance. Login credentials are associated with the school's FET site and not linked to a specific user. You are at liberty to share the login information with the person responsible for updating and maintaining your school's site.

As a school principal your role in the Family Engagement Tool process is to provide guidance and support for your school's team as they assess your school's needs and plan for improvement in the area of family engagement.

*Taking these next steps after completing the learning sessions for schools will get you off to a good start.*

- » Review the **School FET User Guide** to familiarize yourself with the school's process and expected timeline.
- » Download the PDF worksheets for Steps 1 & 2 (from the PDF list below) and use them to collect the needed information. Doing this will streamline your data entry process.
- » Once you have your information gathered, log into your school's site and update both steps. You will submit only Step 2.
- » Invite staff members and family representatives to be a part of your school's Family Engagement Team following the recommended ratio of staff to family representatives (1:1) as discussed in Session 1.
- » Meet with your school's team to view the Orientation and Planning Tool sessions with them. You can access both of these sessions from either this page or inside your school site.

**Distance Learning Sessions for Schools**

- » **Session 1: Team Orientation:** The nuts and bolts of the Family Engagement Tool.
- » **Session 2: Planning Tool:** Creating an Action Plan in the FET.

**PDF Files:**

- » **Session 1 Handout:** The Family Engagement Tool Process
- » **Session 2 Handout:** Family Engagement Tool Action Plan Checklist
- » **Worksheet Step 1:** School Information Form
- » **Worksheet Step 2:** About your School

**Connect With Us!**

Click on this box to open a SCN Connect Request form or  
Speak with Bernadette Anderson at  
618-874-8150





## Accessing the District's Site

Verify District Information

Enroll Schools

Review the Schools' Work

View School Progress



## Accessing the district's FET Administrative site

<http://www.schoolcommunitynetwork.org>

District/Organization Login




### School Community Network

Just Connect™

- Home
- About Us
- School Community Index
- Family Engagement Tool
- Solid Foundation
- Other Support Services
- School Community Journal

#### SCN Supporting Resources

- » Resources For Parents
  - **New!** Standards Start at Home
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  - SCN Resources in English
- » Families & Schools Newsletter
- » Indicators In Action
- » FACE Handbook
- » FACE Handbook Webinars



#### Building Strong School Communities

#### The School Community Network

Creating learning environments — at school and at home — where students thrive

The School Community Network is in the business of connecting classrooms to kitchen tables. We've developed a suite of services and a Resource Library that help teams work together to evaluate and fortify family engagement practices and create learning environments — at school and at home — where students thrive.

Our **Building Block framework** supports districts and schools initiating and sustaining a systemic approach to engage families in student learning. Our program components, tools, and resources are organized by our Building Block framework which makes it easier for users to match tools and resources with family engagement objective planning and implementation.

Each of our services is designed to be used in combination with the others or as stand-alone tools for self-evaluation and planning for school improvement in the area of family engagement.

#### Connect With Us!

Click on this box to open a SCN Connect Request form or  
Speak with Bernadette Anderson at 618-874-8150

FET School Login


School Community Index Login

Solid Foundation Login

District/Organization Login

Spotlights

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## District Admin Account Set up: Verify accuracy of the coach's information



The coach is the person that guides and supports the school through the process. **Selecting a coach is required in the school registration process.**

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**School Community Network Coaches**

Name	Phone	Email	Certification Date
<a href="#">Joyce Smith</a>	618-874-8150	jsmith@adi.org	4/9/2015

[Add a Coach](#)

Clicking on the coaches name in the Coaches grid opens the coaching form where the coaches information can be edited.

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**School Community Builder Coach Enrollment**

☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. First name:  Last name:

Title / Position:

Organization:

Address:

City:  State:  Zip:

Phone:  Fax:

Email:

Certification Date:

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Enter the Distance Learning completion date for your coach

Save any changes made to the record.



## District Admin Account Set up: Verify accuracy of the district's information.



**Selecting a district is required** in the school registration process.

### Districts

District Name	Address	City	State
<a href="#">ADI</a>	3131 State Street	East St. Louis	IL

Clicking on the district name in the Districts grid opens the district form where the district information can be edited.

Save any changes made to the record.

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### District

Superintendent  
☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. First name:  Last name:

Phone:  Fax:

Email:

District Name:

Address:

City:  State:  Zip:

Phone:  Fax:  Website:

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## Enrolling Schools:

Clicking on the "School Info" link opens the school record for editing.

Select the district.

Select the district's coach.

Partnering Schools							
<a href="#">FET Statistics</a>							
Coaching Comments	School Info	School Name	Coach	Index Enrolled	FET Enrolled	Final FET Report	SF Enrolled
SF Coaching Comments	<a href="#">School Info</a>	ADI Metro-East Charter School	Joyce Smith			Final FET Report	
<a href="#">Add a Partnering School</a>							

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### School Enrollment

School Community Builder Coach:

District:

Principal  
☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. First name:  Last name:

Phone:  Fax:

Email:

School Name:

Address:

City:  State:  Zip:

Phone:  Fax:  Website:

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Clicking on the "Add a Partnering School" link opens the school form to enroll a new school.

Save any changes made to the record.



## School Notifications

When the school is enrolled the Principal receives notification of the school's enrollment.

Within two working days of the school's enrollment, the School Community Network will direct an email notification to the Principal's inbox that includes the school's login credentials and other information related to the use of the Family Engagement Tool.

**Note:** *The Principal is at liberty to share the school's login credentials with a person designated to keep the school's FET site updated.*





## Viewing the schools' work

### Partnering Schools

[FET Statistics](#)

Coaching Comments	School Info	School Name	Coach	Index Enrolled	FET Enrolled	Final FET Report	SF Enrolled
<a href="#">SF Coaching Comments</a>	<a href="#">School Info</a>	ADI School	Denice Comstock	<a href="#">9/16/2011</a>		Final FET Report	<a href="#">9/16/2011</a>
<a href="#">SF Coaching Comments</a>	<a href="#">School Info</a>	path 3 survey	Denice Comstock			Final FET Report	<a href="#">10/12/2011</a>
<a href="#">SF Coaching Comments</a>	<a href="#">School Info</a>	Lincoln School	Denice Comstock	<a href="#">10/12/2011</a>		Final FET Report	<a href="#">10/12/2011</a>
<a href="#">SF Coaching Comments</a>	<a href="#">School Info</a>	ADi School	Denice Comstock			Final FET Report	<a href="#">5/31/2012</a>
SF Coaching Comments	<a href="#">School Info</a>	ADI Middle School	Denice Comstock		<a href="#">6/25/2012</a>	<a href="#">Final FET Report</a>	
SF Coaching Comments	<a href="#">School Info</a>	Bob's really hard school	Denice Comstock		<a href="#">8/7/2012</a>	<a href="#">Final FET Report</a>	
SF Coaching Comments	<a href="#">School Info</a>	Test School	Denice Comstock	<a href="#">9/12/2012</a>		Final FET Report	
<a href="#">SF Coaching Comments</a>	<a href="#">School Info</a>	ADI Test School	Denice Comstock	<a href="#">1/5/2014</a>	<a href="#">9/23/2013</a>	<a href="#">Final FET Report</a>	<a href="#">2/26/2015</a>
SF Coaching Comments	<a href="#">School Info</a>	name	Denice Comstock		<a href="#">4/1/2015</a>	<a href="#">Final FET Report</a>	
SF Coaching Comments	<a href="#">School Info</a>	Metro-East Charter School	Bernadette Anderson			Final FET Report	

[Add a Partnering School](#)

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Click on the FET Statistics link to view steps completed to date by each school.

Click on the school's FET Final Report link to view a PDF of the work completed by the school after their cycle closes.

Click on the school's FET Enrolled date link to access the school's Main Menu and view their work.



## Viewing the schools' progress:




Partnering Schools						
<a href="#">Coaching Comments</a>	<a href="#">School Info</a>	<a href="#">School Name</a>	<a href="#">Coach</a>	<a href="#">Index Enrolled</a>	<a href="#">FET Enrolled</a>	<a href="#">Final FET Report</a>
<a href="#">SF Coaching Comments</a>	<a href="#">School Info</a>	ADI School	Denise Comstock	9/16/2011		Final FET Report
						9/16/2011

Select your district.

Each school's progress is displayed in this grid.

Select the school year for the report you want to view.

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**FET Statistics**

Districts:  ▼

Years:  ▼

**Statistics**

School Info Submitted	2
School Policy Submitted	2
School Survey Submitted	2
School Needs Submitted	2
Number of Schools	2

**Schools**

School	Info Date	Policy Date	Survey Date	Needs Date
ADI Middle School	02/04/2015	02/04/2015	02/04/2015	02/04/2015
ADI Test School	04/07/2015	04/07/2015	04/07/2015	04/07/2015

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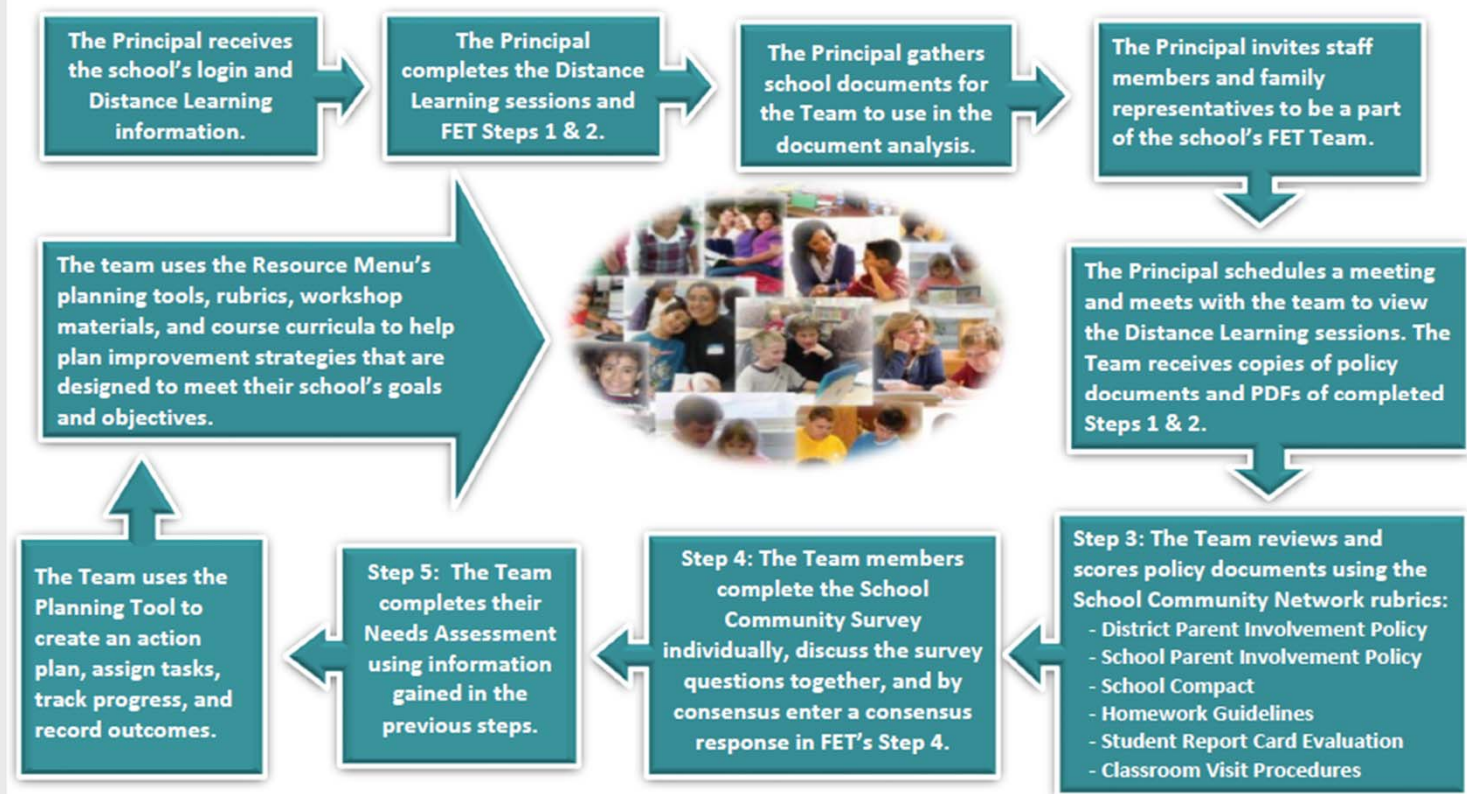
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## Overview of the School's Process

## The FET School Process Overview





## The FET Timeline

FET Recommended Timeline for Schools			
FET Step	Step Description	Completed by	Time Estimate
	Download the worksheet PDFs and use them to gather data needed for Steps 1 & 2.	The Principal	.75 hours
1&2	Using the completed worksheets, enter the gathered data into Steps 1 & 2 and submit Step 2.	The Principal	.75 hours
	Gather the school's policy documents and make a copy of each document for each team member to use in their Document Analysis in Step 3.	The Principal	.5 hours
3	Download and print the PDF rubric worksheets. Use them in the document review to score each policy document.	FET Team and Principal	1.5 hours
4	Download and print a PDF worksheet for each team member to complete independently. During the meeting discuss the survey questions to arrive at a consensus score for each question. Select a team member to enter the team's (consensus) response into the system.	FET Team and Principal	2 hours
5	Informed by the Document Analysis and Survey, complete the school's Needs Assessment.	FET Team and Principal	1.5 hours
6	Informed by the Needs Assessment, use the Planning Tool to create a plan for improvement in the area of family engagement.	FET Team and Principal	The balance of the 2-year FET cycle
	Access the rich resources in the Resource Library and use them in the planning and execution of improvement strategies. Distribute the work; execute the plan; track progress; and record outcomes using the Planning Tool.	FET Team and Principal	



## The School Principal's Role and Process



## The Principal's Role

Provide guidance and support for the school's team as they assess the school's needs and plan for improvement in the area of family engagement





## Part 1: The Principal receives information from the district contact person.



Alert that the school will be enrolled in FET and login information will be sent from the School Community Network by way of an automated message



The School's Distance Learning link and PIN

(**Link:** [www.schoolcommunitynetwork/feto.aspx](http://www.schoolcommunitynetwork/feto.aspx) **School PIN:** 95281)



Instructions to complete the Distance Learning sessions for schools before assembling the school FET Team



## **Part 2:** The Principal receives information from the School Community Network when the school is registered by the district.



Notification that the school has been registered and login information will arrive soon



Login Credentials for the school's FET site

(Please share this information with those who need access to keep the school's site updated.)



Additional FET Instructions



Distance Learning information

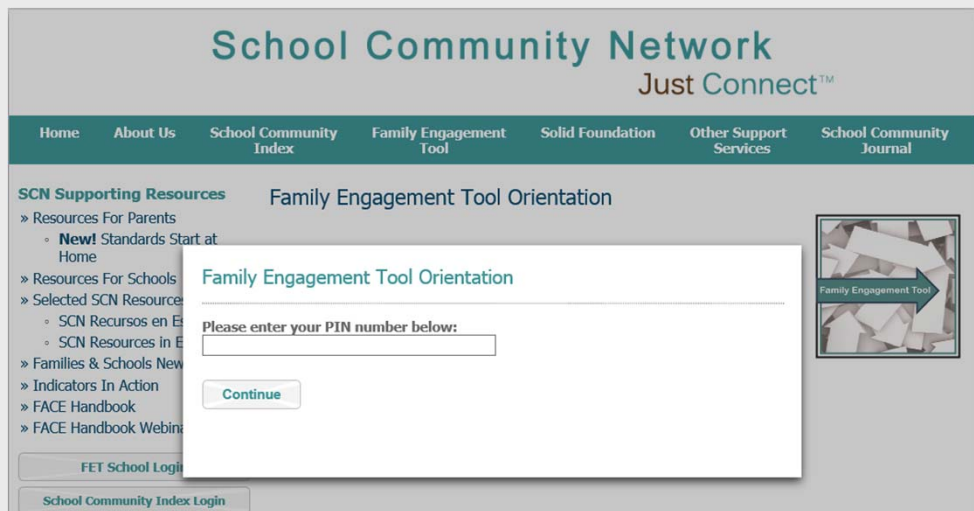


## Part 3: Complete the Distance Learning Sessions for schools.

(Link: [www.schoolcommunitynetwork/feto.aspx](http://www.schoolcommunitynetwork/feto.aspx) School PIN: 95281)

Distance Learning link for schools

<http://www.schoolcommunitynetwork.org/FETO.aspx>



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    - » SCN Resources in English
  - » Families & Schools Newsletter
  - » Indicators In Action
  - » FACE Handbook
  - » FACE Handbook Webinars

**Family Engagement Tool Orientation**

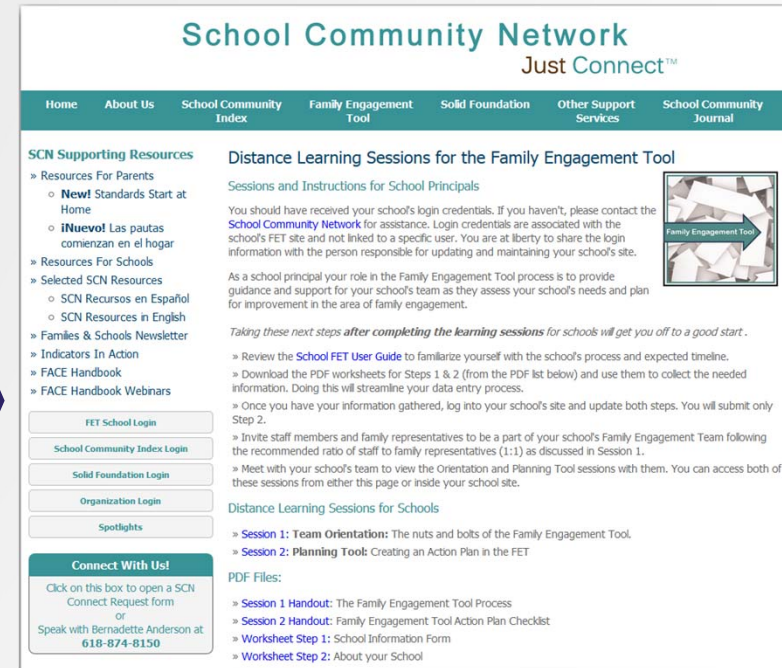
Please enter your PIN number below:

Continue

FET School Login

School Community Index Login

Enter  
School  
PIN:  
95281



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**Distance Learning Sessions for the Family Engagement Tool**

Sessions and Instructions for School Principals

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- » Once you have your information gathered, log into your school's site and update both steps. You will submit only Step 2.
- » Invite staff members and family representatives to be a part of your school's Family Engagement Team following the recommended ratio of staff to family representatives (1:1) as discussed in Session 1.
- » Meet with your school's team to view the Orientation and Planning Tool sessions with them. You can access both of these sessions from either this page or inside your school site.

**Distance Learning Sessions for Schools**

- » **Session 1: Team Orientation:** The nuts and bolts of the Family Engagement Tool.
- » **Session 2: Planning Tool:** Creating an Action Plan in the FET

**PDF Files:**

- » **Session 1 Handout:** The Family Engagement Tool Process
- » **Session 2 Handout:** Family Engagement Tool Action Plan Checklist
- » **Worksheet Step 1:** School Information Form
- » **Worksheet Step 2:** About your School

**Connect With Us!**

Click on this box to open a SCN Connect Request form or  
Speak with Bernadette Anderson at 618-874-8150



## Part 4: The Principal completes Steps 1 & 2 of the FET.



Download the Worksheet pdf for Steps 1 & 2

(This can be done from either your school's site or from the Distance Learning for Schools page.)



Use the worksheet to gather data needed to complete both steps



Enter your data into both Steps 1 & 2 and submit Step 2



## **Part 5:** Gather your school's policy documents for the school team to use in the Document Analysis (FET Step 3).

- ✔ District Parent Involvement Policy
- ✔ School Parent Involvement Policy
- ✔ School Compact
- ✔ Homework Policy
- ✔ Student Report Card
- ✔ Classroom Visit Policy



## **Part 6:** Invite staff members and family representatives to be a part of your school's FET Team.



*Invite Staff*



*Invite Family Representatives*



(Follow the recommended staff to family representative ratio of 1:1 as discussed in Session 1 of the Distance Learning.)



## **Part 7:** Schedule a meeting with the FET school team and prepare to meet with them.



**Print the PDFs of your completed Steps 1 & 2**

(These can be found inside each of the completed FET steps)



**Make a copy of both completed Steps 1 & 2 for each team member**



**Print a set of the school's policy documents for each team member**

(Gathered in Step 4)



## Part 8: Meet with your school's FET Team.



View both the Orientation and Planning Tool videos with the Team

(Both can be viewed from your school's site.)



Distribute a copy of each of the school's policy documents to each team member



Distribute the copies of completed Steps 1 & 2 from the system





## The School Team's Role and Process

Assessing, Planning, Executing, Evaluating, and Improving

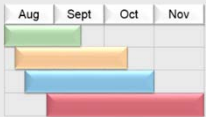




## The School Team's Role



With the principal, work together as a team to assess the school's current family engagement policies and practices in FET Steps 3 through 5



Informed by the FET Needs Assessment, create a needs-based plan for improvement in the area of family engagement designed to meet the school's goals and objectives



Distribute the work, execute the plan, track progress, and record outcomes



Expect results



## Part 1: The FET Team meets with the principal.



View the Distance Learning Sessions for schools

(These can be accessed from the school's Main Menu)



Receive copies of school policy documents for the analysis in Step 3



Receive copies of the PDF reports of Steps 1 & 2



## Part 2: Complete FET Steps 3 through 5.



### Step 3. Conduct the analysis of the school's policy documents

(The Principal has gathered these document and prepared copies for you to use in this step.)



### Step 4. Complete the School Community Survey

(Each team member should complete the survey independently. The team will gather to discuss each question and arrive at a consensus response for each question which will be entered into the system.)



### Step 5. Perform the Needs Assessment



**Part 3:** Informed by the Needs Assessment, use the Planning Tool to create a needs-based plan for school improvement in the area of family engagement.



#### Review the school's Needs Assessment



Note areas of strength and plan improvement strategies using those strengths to move toward achieving school goals



Note areas needing improvement and plan strategies that target those areas



Create objectives and tasks aligned with the strategies designed to meet the school's goals



Select FET resources to help plan and implement improvement strategies



## Part 4: Execute the plan.

- ✔ Distribute the work described in the plan among team members by assigning tasks
- ✔ Meet twice a month to discuss progress and push toward completion of tasks that help meet the school's objectives and goals
- ✔ Evaluate and record outcomes in the Planning Tool as objectives in the plan are being implemented
- ✔ Adjust the plan if needed to better meet the school's goals



**Celebrate success!**





## The Mechanics for Schools





## Accessing the school's FET account:

<http://www.schoolcommunitynetwork.org>

FET School Login

**School Community Network**  
Just Connect™

Home About Us School Community Index Family Engagement Tool Solid Foundation Other Support Services School Community Journal

**SCN Supporting Resources**

- » Resources For Parents
  - New! Standards Start at Home
- » Resources For Schools
  - Selected SCN Resources
  - SCN Recursos en Español
  - SCN Resources in English
- » Families & Schools Newsletter
- » Indicators in Action
- » FACE Handbook
- » FACE Handbook Webinars

**School Community Network Just Connect**

**The School Community Network**  
Creating learning environments - at school and at home - where students thrive

A student's success depends upon the connections among many people - families, students, teachers, and school personnel. The School Community Network (SCN) provides resources and tools to build strong school communities.

SCN trains and supports district and organization staff to assist schools in implementing:

**Connect With Us!**  
Click on this box to open a SCN Connect Request form or  
Speak with Bernadette Anderson at 618-874-8150

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# Accessing the school's FET account:

**FAMILY ENGAGEMENT TOOL**

Login

Password

ENTER

www adi org

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If you are experiencing difficulties with this web page, please contact us at [ClientSupport@adi.org](mailto:ClientSupport@adi.org)

ANNOUNCEMENT

We have added video resources to the Family Engagement Tool!

The FET Team Orientation video is a great way to start the process. You can also have new teams members or those who want to learn more about the process view this video.

FET Resources now include over 20 video clips of school staff and parents sharing their family engagement experiences. You will find them under the "Resource Menu" button at the bottom of your school's main menu page.

Enter the Login and Password provided by the School Community Network.

Use this link to contact us if you experience difficulty.

## FET Main Menu

The screenshot shows the 'FAMILY ENGAGEMENT TOOL' main menu. At the top, it displays 'Expiration Information' with start and end dates of 8/19/2015 and 8/19/2017, and 724 days left. The user is identified as 'MOS944 Lake Ozark Elementary'. Navigation buttons include 'Getting Started', 'Principal', and 'School Team'. The 'Principal' section is active, showing steps 1 and 2 completed on 08/19/2015. Step 1 is 'Enter/Edit School Information' and Step 2 is 'About Your School'. Below these, a list of required documents for Step 3 is shown: District Parent Involvement, School Parent Involvement, School Compact, Homework Policy, Student Report Card, and Classroom Visit Policy. The 'School Team' section shows steps 3, 4, and 5, with Step 3 'Gather Documents and Complete Analysis' completed on 08/19/2015, Step 4 'Complete School Community Survey' completed on 08/19/2015, and Step 5 'Complete Needs Assessment and Plan' not yet completed. A 'Planning Tool' button is also visible at the bottom.

## Things you should know...

- The FET steps are to be completed and submitted in order.
- Each step is date-stamped when the step is submitted.
- You can't skip steps -- Step 3 won't open until you complete and submit Step 2. The same is true for steps 4 and 5.
- Step 1 submits with Step 2.
- Steps 2 through 5 close upon submitting and are not editable after submitting.
- Step 1 remains open for editing throughout the cycle.



## Helpful Hint...

Click on the PDF icon to open the blank worksheet for each step. Print the worksheets and use them to gather the needed information before updating your school's site.

# FAMILY ENGAGEMENT TOOL

**Expiration Information**  
Start Date: 8/19/2015  
End Date: 8/19/2017  
Days Left: 724

**User Name: MOS944**  
**Lake Ozark Elementary**

[Resources](#)  
[Contact Client Support](#)

**Getting Started**
 Team Orientation
 Planning Tool Video
What is FET? (pdf)
FET Brochure (pdf)

**Principal**

Complete Steps 1 & 2, gather your school's documents, and meet with your school team.  
Use the PDF worksheets to gather and enter your data for Steps 1 & 2, then submit Step 2.

Steps and Printable Worksheets (pdf)	Entry Forms	Completed
1. Enter/Edit School Information	<a href="#">Input School Info Data</a>	08/19/2015
2. About Your School	<a href="#">Input About Your School</a>	08/19/2015

Prior to meeting with your School Team in Step 3, gather the following documentation:

District Parent Involvement	School Compact	Student Report Card
School Parent Involvement	Homework Policy	Classroom Visit Policy

**School Team**

Under the guidance of your principal, complete Steps 3-6.  
Use the PDF worksheets to gather your data for each step. Enter and submit steps 3-5 in order.

Steps and Printable Worksheets (pdf)	Entry Forms	Completed
3. Gather Documents and Complete Analysis	<a href="#">Input Policy Analysis</a>	08/19/2015
4. Complete School Community Survey <a href="#">English</a> <a href="#">Spanish</a>	<a href="#">Input School Community Survey</a>	08/19/2015
5. Complete Needs Assessment and Plan	<a href="#">Input Needs Assessment</a>	
Planning Tool	<a href="#">Open Planning Tool</a>	9/1/2015





2-year cycle countdown

Use the Team Orientation video to orient new team members or as a refresher course for seasoned members.

Complete the steps in sequential order.

The Planning Tool (more details on the next page)

**FAMILY ENGAGEMENT TOOL**

**Expiration Information**  
Start Date: 8/19/2015  
End Date: 8/19/2017  
Days Left: 724

**User Name: MOS944**  
**Lake Ozark Elementary**

[Resources](#)  
[Contact Client Support](#)

**Getting Started**  
Team Orientation  
Planning Tool Video  
What is FET? (pdf)  
FET Brochure (pdf)

**Principal**  
Complete Steps 1 & 2, gather your school's documents, and meet with your school team.  
Use the PDF worksheets to gather and enter your data for Steps 1 & 2, then submit Step 2.

Steps and Printable Worksheets (pdf)	Entry Forms	Completed
1. Enter/Edit School Information	<a href="#">Input School Info Data</a>	08/19/2015
2. About Your School	<a href="#">Input About Your School</a>	08/19/2015

**Prior to meeting with your School Team in Step 3, gather the following documentation:**  
District Parent Involvement  
School Parent Involvement  
School Compact  
Homework Policy  
Student Report Card  
Classroom Visit Policy

**School Team**  
Under the guidance of your principal, complete Steps 3-6.  
Use the PDF worksheets to gather your data for each step. Enter and submit steps 3-5 in order.

Steps and Printable Worksheets (pdf)	Entry Forms	Completed
3. Gather Documents and Complete Analysis	<a href="#">Input Policy Analysis</a>	08/19/2015
4. Complete School Community Survey <a href="#">English</a> <a href="#">Spanish</a>	<a href="#">Input School Community Survey</a>	08/19/2015
5. Complete Needs Assessment and Plan	<a href="#">Input Needs Assessment</a>	

**Planning Tool**  
[Open Planning Tool](#)  
9/1/2015

Access the School Community Network's Resource Library.

Use this link to contact us if you need assistance.

When the step is submitted:

- The step is date-stamped
- An email notification is sent to the principal and superintendent
- A PDF report of the data is attached to the email



## Planning Tool

### Expiration Information

Start Date: 2/17/2015  
End Date: 2/17/2017  
Days Left: 530

User Name: ILX6462  
ADI Test School

[Resources](#)

[Contact Client Support](#)

[Previous cycle report](#)

[Action Plan Checklist](#)

[Action Plan Instructions](#)

[Web Entry Instructions](#)

[List of Objectives](#)

[Video Tutorial](#)

Create your Action Plan for each Building Block  
Choose a Building Block:

**Goals & Roles**

[Shared Leadership](#)

[Communication](#)

[Education](#)

[Connection](#)

### Action Plan for *Goals & Roles*

1. Select Topic:

2. Select Objective:

3. Express how you will know your objective has been achieved:

4. Results:

5. [Add this Objective to your plan](#)

[Cancel and return to previous page](#)

[Click here to preview your plan.](#)

[Back to Main Menu](#)

Resource Library for planning and implementing your objectives

The Planning Tool's video tutorial

Select an objective **Topic** from the dropdown.

Select an objective from the dropdown or choose "Other" to write your own.

Don't forget to enter your outcomes when your objective is completed!

Select the Building Block that is appropriate for your objective.

After creating your objective, click here to add your objective to the plan.

View/Print your plan at any time.



**We applaud your commitment to improving family engagement in your school communities!**

## **The School Community Network**

Please contact us at  
[clientsupport@adi.org](mailto:clientsupport@adi.org)

or

[jmathews@sde.idaho.gov](mailto:jmathews@sde.idaho.gov)  
for assistance





# Whitney Elementary

- <http://www.byutv.org/watch/55fe0a3a-23ff-4fdb-965a-4b294bc46360/turning-point-whitney-elementary#ooid=92NHk4MzpG5FvIHjUEo8kXpgHI-1MO5c>





## Chad Schmidt - Principal

- **Parental Advisory Committee**

- \*Coffee/Donuts with the Principal (Teacher)
- \*Welcoming to School – Car rider line
- \*Goal setting with the Parent at Parent – Teacher Conferences
- \*Adopt a Partnership Philosophy
- \*Parents are accessible to other parents
- \*Advisory system





# Anderson Elementary School

